

Exhibitor FAQ



Who is my contact for NACE23?

Ashley Kuback, Business Development and Outreach Manager, is your contact for sponsorship and exhibiting. She can be reached at businessdevelopment@naceweb.org, 610.625.1020.

What are the official Expo Hall dates and hours? Where will it be held?

The Expo Hall will be held at the *Walt Disney World Swan and Dolphin* in Lake Buena Vista, FL during these hours:

Monday, June 5, after 1 p.m. ET

Tuesday, June 6, 10:30 a.m. - 4 p.m. ET

Wednesday, June 7, until 3:15 p.m. ET

Is there a deadline for exhibit applications/contracts?

Applications are accepted until the exhibit space is sold out. Reserve your spot as early as possible.

How do I reserve my booth at the 2023 NACE Conference & Expo? What forms of payment are acceptable?

Booth assignments are on a first-come, first-served basis. We must have your full payment by check or credit card (Visa, Mastercard, Discover, American Express) to reserve your booth.

When is exhibitor registration and move in and move out?

Exhibitor Registration/Move In Monday, June 5 from 8 a.m. – Noon ET

Exhibitor Move Out Wednesday, June 7 from 3:30 – 6 p.m. ET

View the full exhibitor schedule at naceweb.org/NACE23 > Exhibit.

How do I order electrical, internet, tables, chairs, and other services for my booth?

When will I receive the GES Exhibitor Services Kit?

GES is the official decorator for the 2023 NACE Conference & Expo.

In March 2023, you will be emailed a link to the NACE23 Exhibitor Services Kit. This kit will include shipping information and forms to order furniture, electric, internet, etc.

If you have questions about GES and its services before you receive your kit, please contact GES Customer Service at 800.801.7648.

How many representatives are allowed per booth?

For each 10' X 10' booth, you may have up to four (4) representatives in your booth at any one time.

Your registration includes one (1) complimentary, full-conference registration and two (2) complimentary, booth personnel registrations. If you would like to staff a fourth person, you can purchase an [additional booth personnel registration](#) for \$275 (member); \$375 (nonmember).

What's the difference?

Full-conference registration provides access to all conference workshops, food functions, special events, and networking activities. **Booth personnel registration** provides access to the Expo Hall only. Booth personnel are welcome at the opening reception, beverage breaks, and lunches served in the Expo Hall.

Exhibitors can upgrade booth staff to [full-conference registration](#) for \$475 (member); \$575 (nonmember).

How and when do I register my staff?

Exhibitors receive one (1) complimentary, full-conference registration and two (2) complimentary booth personnel registration for each 10' x 10' booth.

Managing your complimentary booth personnel is easy and self-serve.

Go the **Exhibitor Resources > Exhibitor Registration** link in your order confirmation at any time to register, edit, or cancel your staff registrations. Sign in to your [NACEWeb.org](https://www.naceweb.org) account (or create one) when prompted.

After your complimentary slots have been filled, use the [Additional Booth Personnel form](#) to register additional staff. An invoice will be generated and sent to your designated billing contact. Your team will be registered once final payment is received. **Note, all payments must be received by May 15, 2023, to be registered for NACE23 In Person.**

Complete this form and email it to Eileen LeMaster at accounting@naceweb.org to begin this process.

Does my organization need to be a NACE member to qualify for the member rate?

Yes. Membership is open to organizations that serve the field, as well as to career services and university relations and recruiting professionals.

Not a member? Join now for members-only pricing, discounts, and resources at NACE23. Visit [naceweb.org/membership](https://www.naceweb.org/membership) to learn more or contact NACE Member Services at membership@naceweb.org, 610.625.1032.

Does NACE allow us to host events?

You must get approval from NACE to hold an event by submitting the [Host an Event Form](#) by May 1, 2023. Your event may not conflict with any NACE preconference or conference-related activities, even those scheduled during the evening. You will be notified by email if your event is approved.

How can I find out who is attending?

Exhibitors registered with a full-conference registration will have access to the conference attendee list at [naceweb.org/MyNACE](https://www.naceweb.org/MyNACE) > Events > 2023 NACE Conference & Expo. Note, this list includes both the in person and virtual conference attendees combined.

New for this year, beginning on March 20, 2023, exhibitors will receive Excel spreadsheet(s) with the list of attendees for their conference event (in person, virtual, or both). The list(s) will contain attendee names, titles, and organizations. The primary booth contact will receive an email on a weekly basis with their appropriate list(s). If you have any questions, please contact us at businessdevelopment@naceweb.org.

How can I promote my booth or communicate with attendees?

NACE promotes exhibitors and the Expo Hall through a variety of conference-related communications. The most significant of these are the Expo Hall preview, and NACE23 Mobile App.

For additional opportunities to promote your booth, visit [naceweb.org/NACE23](https://www.naceweb.org/NACE23) > Sponsor.

Questions?

Contact Ashley Kuback

Business Development
and Outreach Manager
businessdevelopment@naceweb.org
610.625.1020

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Our office is virtual, so email is our preferred method of communication.

Please direct all sponsor inquiries to Ashley Kuback at businessdevelopment@naceweb.org.